

# ANNUAL TRAINING IN/OUT PROCESSING CHECKLIST (IMAs/DIMAs)

NAME/RANK: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

AKO E-MAIL ADDRESS: \_\_\_\_\_

ALTERNATE E-MAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
**Soldier established AKO account?** All Soldiers are required to have one. In fact, it is the only way they will be able to get the W2s, possibly effective Jan 05.

\_\_\_\_\_  
**Soldier reviewed/updated "My Soldier Data: & "Contact Info" on MY2XCITIZEN?**  
<https://www.2xcitizen.usar.army.mil/portal/>

\_\_\_\_\_  
**Soldier provided family care plan to agency?** Soldiers who are required to have family care plans are identified in AR 600-20, 5-5B (Army Command Policy dated 13 May 02).

\_\_\_\_\_  
**Rater advised soldier of rating chain and when eval is due?** DIMA officers receive annual evals (original begin date is the date they were assigned to a DIMA position), while IMA officers not authorized to drill on their assignment orders, receive an eval at the end of each AD period consisting of 12 or more consecutive days. All enlisted IMAs (drilling and non-drilling) receive annual evals.

Reference AR 623-105, 4-7e(3) (Officer Evaluation Reporting System dated 1 Apr 98) for non-drilling IMA Officers and 4-7e(8) for DIMA officers. **Please note:** officers who are not DIMAs are those who occupy a "deleted" position on AORS (assignment orders do not authorize them to drill).

Reference AR 623-205, 5-6a (NCO Evaluation Reporting System dated 15 May 02).

\_\_\_\_\_  
**Rater counseled enlisted soldier using DA 2166-8-1?** Reference AR 623-205, 2-9.

\_\_\_\_\_  
**Rater counseled officer using DA 67-9-1?** Reference AR 623-105, 2-11c.

\_\_\_\_\_  
**Rater provided his/her & the SR's support forms to rated officer?** Reference AR 623-105, 2-11a.

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**Rater & Soldier completed a drill schedule for the FY?** A drill schedule for the entire FY should be coordinated each year prior to the start of the next FY. AT is a good place to begin this coordination while the Soldier is present. Coordination should include dates and duties; possibly performance of drills at another location.

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**Soldier completed APFT?** IMAs must take the APFT during AD periods of 12 or more consecutive days. Reference AR 350-1, 1-21d(10) (Army Training and Education dated 9 Apr 03).

\_\_\_\_\_  
**Soldier completed weigh-in?** At minimum, personnel will be weighed when they take the APFT, or at least every 6 months. Reference AR 600-9, 20 (The Army Weight Control Program dated 10 Jun 87).

\_\_\_\_\_  
**Agency sent flagging action to HRC-STL if Soldier failed weight-in?** Reference AR 600-8-2, 1-13c (Suspension of Favorable Personnel Actions (Flags) dated 30 Oct 87).

\_\_\_\_\_  
**Agency signed Individual Active Duty Certificate of Performance (ARPC FM 3924) DATED JAN 04?**

\_\_\_\_\_  
**Soldier mailed ARPC 3924 & travel voucher to pay processing office cited in AT Order?**

\_\_\_\_\_  
**Soldier and agency reviewed physical expiration date (5 years from Date Last Physical)?** If it's going to expire in the next 12 months, the Soldier needs to be pro-active in getting the physical scheduled and conducted. If the Soldier is assigned to an agency with access to an AD hospital that performs physicals, you may wish to have the physical completed while the Soldier is there. You will have to mail the completed physical and labs to the HRC-STL Surgeon's office in order to get it updated since they don't use FEDSHEALS.

\_\_\_\_\_  
**Soldier and agency reviewed security clearance data?** If the Soldiers clearance is going to expire in the next 12 months, you wish to contact our Security Office, 1-800-323-0793, to request a "renewal" packet. The sooner you start, the better. Expired security clearances can also prevent AT orders from being cut.